

# Memo

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**TO:** *tab tab* Manuel Lopez, Convention Chair

**FROM:** *tab* Marsha J. Johnson, Display Coordinator

**DATE:** *tab* January 14, 2008

**SUBJECT:***tab* GRAPHIC ARTIST ← *Subject line in all caps*

Thank you for recommending the graphics artist. The graphics for our state history displays at this year's convention were excellent.

From the beginning of the project we knew we were going to be pleased with the artwork. The artist attended to all of our brainstorming sessions. His enthusiasm for the project motivated the entire committee. His suggestions for implementing graphic arts into our display met all of our expectations. The quantity of work completed by the artist was superb and on those rare occasions where an error was found, he always made timely corrections.

As you are well aware the displays were one of the things participants liked best about this year's convention. Much of the success can be attributed to our graphic artist who we hired on the basis of your recommendation. Again, thank you.

Xx ← *Initials if the memo is not from you*